

## TOPIC 8: ACCOUNTING OVERRIDES

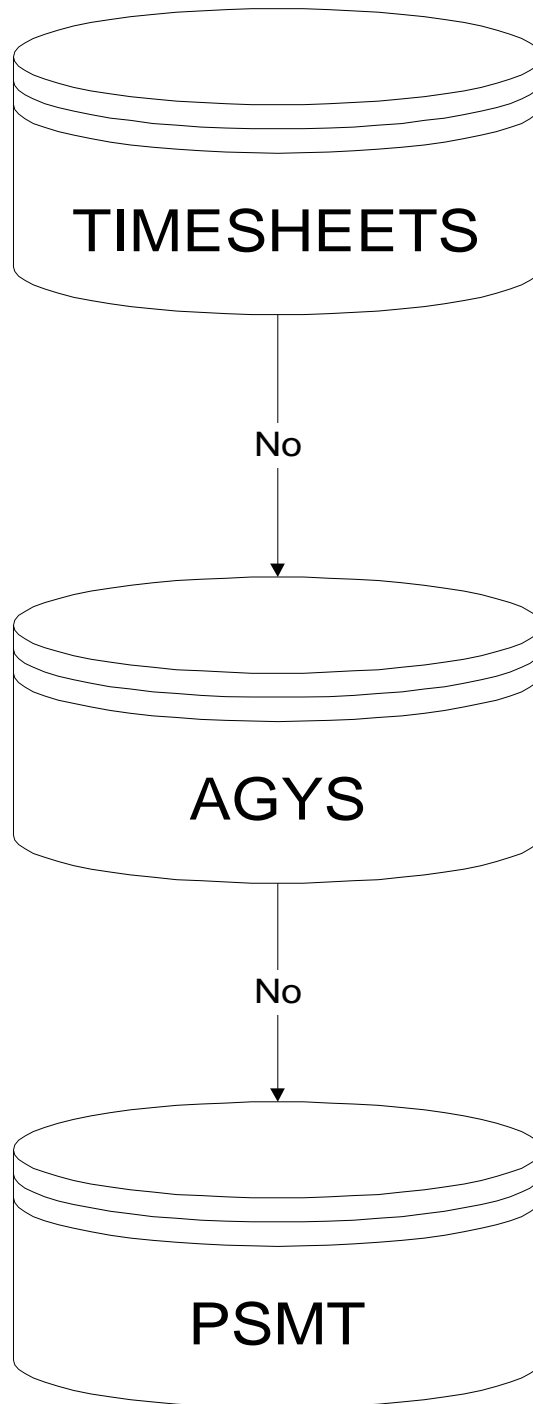
The purpose of this topic is to present the steps necessary for employees to correctly and appropriately use accounting overrides when dealing with time and leave in the SAM II HR/Payroll System. You will complete the necessary windows to correct/change accounting attributes to address the job duties of employees and obligations of the employer in the SAM II HR/Payroll System.

**At this end of this topic, you will be able to:**

- Describe the steps required to adjust an employee's accounting distribution
- Enter the appropriate information to account for changes in job duty obligations



## ACCOUNTING ATTRIBUTES HIERARCHY





## ACCOUNTING OVERRIDES

Agency and accounting information is needed by the SAM II HR/Payroll System to correctly accumulate year-to-date and other summary or detail amounts that describe from where the money to pay the employee comes. This is part of the labor expense distribution for that employee, i.e., how the employee's labor is broken out and where (which accounting bucket) each chunk of labor/work will be charged. This is called an Accounting Distribution. These accounts are part of the Chart of Accounts that is in use by the State of Missouri. The employer is responsible for maintaining the accounting attributes for the employee's labor expense distribution.

The SAM II HR/Payroll can handle temporary and permanent changes to accounting distribution situations. Temporary accounting event changes can be handled on an on-line timesheet document. For example, if an employee works on a temporary assignment for another organization, you can charge those hours to the organization where the employee is working without changing the employee's permanent assignment data by putting the appropriate overrides information on the timesheet document. Permanent accounting distribution assigned to individuals would be placed on an employee's AGYS record or at the position level on the PSMT screen.

So how does the system decide which information to use in order to know where to charge the individuals time? The answer is that the SAM II HR/Payroll System uses a hierarchy to determine which method to use when dealing with accounting distributions. It is:

- 1) Any overrides on a timesheet will take priority over another labor distribution.
- 2) In the absence of timesheet overrides, the information on an individual's AGYS will then be used.
- 3) If the AGYS does not contain override information, then the system will use the accounting distribution that is found on the Position Status Maintenance (PSMT) associated with that employee.

Each employee in the state will be assigned to an accounting distribution. To mitigate this, employees that have their activities charged to the same set of specific accounting attributes can be grouped together in a Labor Distribution Profile. This profile can be entered on the PSMT (on the Organization Information Panel), the AGYS (on the Labor Distribution Profile field), or on the timesheet document (on the Overrides View) to establish an employee's accounting distribution.



## NOTES



## ACCOUNTING OVERRIDES

Employees will have their own accounting distribution when their time is entered. If an individual has been assigned work that will need to be charged to an account different from where that individual has been paid out of before, this account must be recorded on the timesheet. This could be for an hour's work, or a day's work or any time that was worked in a temporary job situation. Regarding leave, a particular leave event could be charged to a separate accounting distribution than would normally be affected by the employee's leave.

There are two ways to override accounting attributes on the timesheet.

1. The first way to override the accounting attributes of the employee on the timesheet is to choose Entered Accounting Values on the Overrides View panel. This allows the user to determine the accounting strip by Fund, Agency, Org, Sub-Org, Appropriation Unit, Function, Object, Sub-Object, Job and Reporting Category items. This method will be easier for the HR timekeeper to use because this information will probably be passed to the timekeeper by a person from the Financial side.
2. The second way to override the accounting attributes of the employee on the timesheet is to use Entered Profile. You will have to choose a different labor distribution profile. The labor distribution profiles are established on the Labor Distribution Profile (LDPR) window, which will be discussed next.



## LABOR DISTRIBUTION PROFILE (LDPR)

**Labor Distribution Profile**

Agency: 010 Labor Distribution Profile: M1586  
Effective Date: 01 / 01 / 20 Expiration Date: 99 / 99 / 99

	Fund	Agency	Org	Sub-org	Appropriation Unit	Activity	Function	Object	Sub-object	Job
1	0101	010	2025		0014			2005		
2	0101	010	2025		0013			2005		
3										
4										
5										
6										
7										
8										
9										
10										

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## NOTES



## LABOR DISTRIBUTION PROFILE (LDPR)

The Labor Distribution Profile (LDPR) window sets up accounting distributions to which pay can be charged. The labor distribution profile code can reduce data entry since a single profile code can be used in place of entering the full accounting distribution on the PSMT, AGYS, or timesheet. The default accounting can be defined with up to 10 accounting lines by using the Labor Distribution Profile Codes. The Distribution Percent total in the rightmost column must total 100% (1.0).

The State of Missouri will have many labor distribution profiles. The Agencies will use those profiles specific to their agency. These agency specific profile codes will begin with the Financial identifying code letter agencies have been using for Financial actions. The LDPR table has been secured so that when an agency scans or browses on the LDPR table, they will see only those codes specific to their agency.



## REDUCING BASE PAY

Batch: Document: CPER 300 123456789012

Name:

Employee ID:  Appointment ID:

Input Total:  Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Reduce Base Pay Type		

Accounting Overrides

Distribution Option:  Employee Assignment:

Labor Distribution Profile:

Fund:  Agency:

Organization / Sub:  /

Appr Unit:

Activity:  Function:

Object / Sub:  /

Job Number:

Report Category:

Assignment Overrides

Title / Sub:  /

Rate:

Position:

Grade:

Step:



## NOTES





## REDUCING BASE PAY

When using the timesheet to change the accounting information for an exception-paid employee, checking or not checking the **REDUCE BASE PAY TYPE** checkbox has a big impact on the final result. If the employee worked for another agency in lieu of working at the regular agency, the pay that was paid to them using their normal/regular accounting distribution must be reduced. The agency would then make it up with pay allocated from the accounting distribution of the other agency. This is accomplished by checking the check box **REDUCE BASE PAY TYPE**. Otherwise, time worked in another agency will be considered as an addition to the base pay.

Another example will help further clarify this topic.

### EXAMPLE:

If the normal accounting distribution for an employee is :

FY: 00          FUND: 0910          AGENCY: 300          ORG/SUB: 1300/01  
APR UNIT: 2150      ACTIVITY: BA09      OBJECT: 2005

And the employee works 1 day for

FY: 00          FUND: 0100          AGENCY: 450          ORG/SUB: 210/01  
APR UNIT: 4530      ACTIVITY: J104      OBJECT: 2005

Then on the timesheet you would enter 8 hours in the amount field, check the Reduce Base Pay checkbox, choose Use Entered Accounting Values, and enter the second accounting distribution in the Accounting Overrides fields.

This would cause the employee to receive the same pay as normal, but would allocate the dollars from two different funds.



## CURRENT PERIOD TIMESHEET – OVERRIDES VIEW

Batch: Document: CPER 300 123456789012

Name:

Employee ID:  Appointment ID:

Input Total:  Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
/ /		

☐ Reduce Base Pay Type

Assignment Overrides

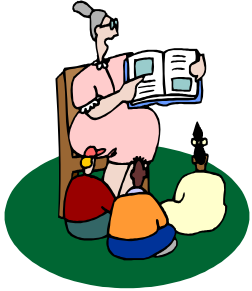
Title / Sub	<input type="text"/> / <input type="text"/>
Rate	<input type="text"/>
Position	<input type="text"/>
Grade	<input type="text"/>
Step	<input type="text"/>

Accounting Overrides

Distribution Option	Employee Assignment
Labor Distribution Profile	Employee Assignment
Fund	Entered Acctg Values
Organization / Sub	Entered Profile
Appr Unit	Position Assignment
Activity	Function
Object / Sub	/
Job Number	
Report Category	



## NOTES



## SCENARIO

An exception paid employee normally works for your agency. However, he/she worked for another agency for one day in the current pay cycle.

Let's process a CPER to override the employee's accounting attributes for the one day he/she worked for another agency.



## CURRENT PERIOD TIMESHEET (CPER)

**Batch / Document Entry**

Document Type:  View by: ☒ Name ☐ Code

Batch ID:   Organization:

Document ID:

☒ Automatic Document Numbering

☒ New ☐ Open ☐ Scan



## NOTES



## CURRENT PERIOD TIMESHEET (CPER)

Since the employee worked 8 hours on 3<sup>rd</sup> day of the week for another agency, you would need to override the previous profile using the CPER.

**Step 1** To open a CPER from the SAM II Desktop Navigator window, click on the Go To button. Type **CPER** in the **CODE**. Click on the Open button.

**Step 2** You will receive an initial window entitled “Batch/Document Entry”. This window acts as a doorway to various documents within the SAM II HR/Payroll System.

**Step 3** Populate the following fields on the Batch/Document Entry window.

**ORGANIZATION – SEE STUDENT CARD.**

**DOCUMENT ID – SEE STUDENT CARD.**

**AUTOMATIC DOCUMENT NUMBERING – CHECK BOX.**

**OK – Select OK.**

Once you select the OK button, a CPER document will open.



## CURRENT PERIOD TIMESHEET (CPER)

**Batch:** Document: CPER 555 TL8W021

Name:

Employee ID: 060 - 41 - 0001 Appointment ID:

Input Total:  Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
04 / 26 / 00	REGLR	ξ

Message? Status: NEW Ln 1/1 4:38 PM 05/10/00

**Batch:** Document: CPER 555 TL8W021

Name:

Employee ID: 060 - 41 - 0001 Appointment ID:

Input Total:  Computed Input Total:

Event View Overrides View

Event Date	Event Type	Amount
04 / 26 / 00	REGLR	8

☒ Reduce Base Pay Type

**Assignment Overrides**

Title / Sub:  /

Rate:

Position:

Grade:

Step:

**Accounting Overrides**

Distribution Option: Entered Profile

Labor Distribution Profile: S0306

Fund:  Agency:

Organization / Sub:  /

Appr Unit:

Activity:  Function:

Object / Sub:  /

Job Number:

Report Category:

Message? Status: NEW Ln 1/1 4:39 PM 05/10/00



## CURRENT PERIOD TIMESHEET (CPER)

**Step 4** Populate the fields on the header section of the CPER.

**EMPLOYEE ID – SEE STUDENT CARD.**

**APPOINTMENT ID – LEAVE BLANK.**

**Step 5** Populate the fields on the Event View panel of the CPER.

EVENT DATE	EVENT TYPE	AMOUNT
SEE STUDENT CARD	REGLR	8

**Step 6** Populate the fields on the Accounting Overrides panel of the CPER.

**REDUCE BASE PAY TYPE – CHECK BOX.**

**DISTRIBUTION OPTION - Select ENTERED PROFILE.**

**LABOR DISTRIBUTION PROFILE - Type SEE STUDENT CARD.**



# CURRENT PERIOD TIMESHEET (CPER)

Batch: Document: CPER 555 TL8W021

NameBARNES, KEVIN

Employee ID060 - 41 - 0001

Appointment ID

Input Total

Computed Input Total

Event View

Overrides View

Event Date	Event Type	Amount
04 / 26 / 00	REGLR	8.00

1 of 3: APPROVAL 1 APPLIED

Message?

Status: PEND3

Ln 1/1

4:39 PM

05/10/00



## NOTES





## CURRENT PERIOD TIMESHEET (CPER)

You have completed entering an employee's time and/or leave on a CPER and it is time to process and approve the document. Remember that the Process: Edit step applies edits to the timesheet information to verify the validity of the events and the employee's leave/pay policies. It also checks if the employee has sufficient leave balances to support the amounts specified. After a document is free of errors, the necessary levels of approval are applied. Your ability to apply approvals is determined by the security profile that you have been assigned. Also, remember that items will enter and leave your worklists based on what stage of the process that the document is in, what your security profile allows you to do, and your agency's workflow rules.

Now let's complete the processing of the CPER you created.

### Step 1 Select **Process: Edit**.

If the document is free of errors, a message will appear in the yellow message bar at the bottom of the document window telling you that approvals are ready to be applied. If the document contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1.

### Step 2 Select **Process: Approve**.

The document will move to other worklists based upon the levels of approval that need to be applied and what your security profile permits.

### Step 3 Close the document.

For training purposes, you will stop at this point. In this class, the document is routed to the instructor's worklist. The instructor will complete the next step. However, in the "real world", the final approver will perform the following steps.

### Step 4 Select **Process: Approve**. The document is now ready to be run.

### Step 5 Select **Process: Run**.

After the document has been run, its status changes to "Accepted". The document will remain on the Document Listing (SUSF) table for a period of time. During this time period, accepted documents can be reviewed, but not changed.



## TESTING YOUR KNOWLEDGE

1. What are the two ways to override the employee's accounting attributes, which were established, on the PSMT?
2. How does the SAM II HR/Payroll System decide which information to use in order to know where to charge the employee's time?



## EXERCISE

An exception paid employee, who normally works for your agency, worked for another agency for two days (16 hours) in the current pay cycle.

Let's process a CPER to override the employee's accounting attributes for the two days she worked for another agency.

Information such as Agency, Organization, Document Prefix, Employee ID, and Dates will be given to you on your student card.



# NOTES